



PLAN REVIEW GUIDELINES FOR MOBILE FOOD TRUCKS AND TRAILERS



Island County Public Health (ICPH):

All mobile food trucks and trailers selling or giving away open foods or any item that require refrigeration or hot holding **must** have a valid Island County Public Health (ICPH) food establishment operating permit to operate in Island County. To obtain a permit, all mobile units must be reviewed and approved by ICPH. Until reviewed, approved and permitted, the mobile unit may not operate in Island County.

Department of Motor Vehicles (DMV):

The mobile truck or trailer must be currently licensed as a truck or trailer by the Washington State Department of Motor Vehicles. If a trailer is used, proof of ownership of a tow vehicle to move the trailer is also required.

Washington State Department of Labor & Industries (L&I):

The mobile truck or trailer must pass inspection and be approved by the Washington State Department of Labor and Industries (L&I) for electrical, structural and mechanical correctness.

Think of L&I as Washington's "Building Department" for concession trailers/trucks. Portable structures are regulated by L&I for such things as electrical wiring, water supply and waste water systems, and any mechanical systems such as gas piping or heating and cooling equipment. It is not L&I's jurisdiction to regulate what elements you need to satisfy ICPH requirements. For example, ICPH can require a hand washing sink; however, it is L&I's responsibility to be sure it is plumbed correctly. To obtain approval from L&I and ICPH, follow these steps:

1. Obtain a copy of the Washington Administrative Code (WAC) and relevant applications from L&I through one of the following methods:
 - Phone: 1.360.902.5218
 - Internet: www.lni.wa.gov/TradesLicensing/FAS/default.asp
 - Mail: **Washington State Department of Labor and Industries**
PO Box 44000
Olympia, WA 98504-4000
2. Complete the application and return to L&I with all applicable fees for approval.
3. After L&I approval and final inspection, you will receive a sticker and approval letter. L&I will apply the L&I sticker on the mobile unit.
4. Submit a copy of the L&I approval letter to ICPH. The L&I sticker must be on the mobile unit at the pre-opening inspection to obtain ICPH approval.

THE STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
 INSPECTED AND APPROVED TO THE RULES AND REGULATIONS FOR CONVERSION VENDOR UNIT OR SELF-PROPELLED MEDICAL UNITS. RCW 43.22.340. UNITS BEARING A DEPARTMENT INSIGNIA SHALL NOT HAVE IT'S PLUMBING, MECHANICAL OR ELECTRICAL EQUIPMENT AND INSTALLATIONS ALTERED UNLESS APPROVAL IS FIRST OBTAINED FROM THE DEPARTMENT OF LABOR AND INDUSTRIES. SELLER/CONVERTOR CERTIFIES TO COMPLIANCE OF UNIT.

VENDOR NO. P.A. D

MSN DSN

ELECTRICAL SERVICE	PLUMBING FIXTURES	HEATING AND/OR COOLING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES NO		

General Information

A mobile food unit that has a route, such as a lunch truck, must provide the route or itinerary each month or when the itinerary changes.

A mobile unit that is set up at one location must have approved restroom access, within 200 feet of the vehicle, without crossing any major streets or intersections. Portable toilets are not allowed. A Restroom Agreement letter is required. All mobile units must be returned to the commissary or other approved storage location at the end of each operating day.

Once approved, the mobile unit must be totally self-contained, have attached and fully functional wheels, and be able to move immediately by being towed or driven without the removal of blocks or other structural devices. A mobile unit with a structure built around or attached to it is not considered a mobile unit and must be connected directly to sewer or approved septic and water and meet all current food service establishment requirements and all other applicable agencies' requirements.

A mobile unit that prepares food on the unit should have the following (minimum) improvements:

- A fresh water tank that provides sufficient water to wash, rinse and sanitize reused utensils and provide a minimum of 5 gallons of water for washing of hands.
- A wastewater tank with a capacity of at least 115 percent of the fresh water tank. (For a 35-gallon tank, the wastewater tank capacity must be 42 gallons.)
- An adequately sized hot water tank that provides enough hot water to fill two compartments of the 3-compartment sink to the top and still be able to provide a minimum of 100°F hot water at all hand sinks.
- A pressurized water system for both hot and cold water, using a mechanical pump providing at least 15 lbs. of water pressure. Gravity systems are prohibited.

- A fully functional accessible hand washing sink that is at least 10 inches wide by 10 inches long and 5 inches deep. The sink must drain and have a mixing faucet, hot and cold running water, soap, and paper towels. If necessary, the sides must have splash barriers a minimum of 12 inches high to prevent water splashing into food preparation equipment, counters, and sinks. Sinks can not be under counters or equipment and must be easily visible and accessible.
- A commercial National Sanitation Foundation (NSF) approved 3-compartment sink is required with drain boards on both ends. Hot and cold running water must be supplied. The 3-compartment sink must be constructed so that each compartment is the same size. Each drain board must have a surface area at least as large as the surface area of one compartment of the 3-compartment sink. All utensils or pots and pans must fully submerge in each compartment of the 3-compartment sink.
- If fruits or vegetables (example: a single head of lettuce, apple, tomato or onion) are washed in the mobile unit, a commercial National Sanitation Foundation (NSF) approved food preparation sink is required. The sink must be stainless steel and have a drain board space equal to the size of the sink. The drain board must be located immediately to the left or right of the sink. Food prep sinks must be indirectly plumbed. Indirectly plumbed means at least a one inch air gap in the waste line to prevent sewage from backing up into the food prep sink. All raw meat must be prepared at the commissary or have a separate food prep sink on the mobile unit. If food prep sinks are installed on the mobile unit, additional potable water supply and wastewater tank capacity may be required.



Other required equipment:

- Commercial NSF or equivalent refrigeration must be installed in the mobile unit. It is recommended that at least 2 steel-door refrigerators capable of holding foods at 41°F be installed in the mobile unit. Refrigerator space of 48 cubic feet or more is recommended. A low risk mobile unit should have commercial NSF or equivalent refrigeration units with at least 12 cubic feet capacity. Cooling in any mobile unit is prohibited. Leftovers from a mobile may not be retained or cooled.
- A Reduced Pressure Backflow Assembly (RPBA) must be installed if using a post-mix soda fountain. The drain line from the ice bin must be indirectly plumbed.

- All cooking equipment such as stoves, ovens, BBQs, grills, fryers, toasters, soup cookers, microwaves, refrigerators, freezers, blenders, espresso machines, grinders, etc. must be commercial grade and bear the certified stamp of the *NSF* or equivalent.



- A hood is required if cooking equipment such as fryers, griddles, ovens, hot plates, etc are installed. Approval must be obtained from L&I and inspected by the Fire Marshall in the county or city where the mobile unit will operate.

Menu and source of foods:

- A detailed menu must be provided, including all foods and beverages to be sold or given away. A Food Flow Plan is required for each menu item. See the Food Flow Example.

Food flows:

A food flow for all similar menu items may be submitted as one food flow item.

When creating the food flow for the menu items mention the following if applicable:

- Will multiple ingredients be assembled or mixed?
- Are the ingredients potentially hazardous foods?
- Will the food(s) be prepared or held for several hours prior to service?
- Will any of the foods require cooling and or reheating? All **cooling** must be done at the commissary.
- Do any food items pass through the critical temperature zone, 140°F to 41°F, more than once?
- What is the style of food service to be provided; cook-to-order (cook-serve), service of pre-packaged foods, service of large volumes of food, or food preparation requiring multiple steps and handling?

The names and phone numbers of all vendors where food/beverages are purchased must be provided. All suppliers must be approved.

Commissary:

Hours of operation of the commissary must be the same as the mobile unit's hours of operation, or the mobile unit's operator and his/her employees must have keyed access to the commissary. If found operating without access to the commissary, the mobile unit will be required to close.

All commissaries must be approved food service establishments with a current ICPH operating permit. Commissaries located outside of Island County may be approved on a case by case basis with concurrence of the Health Department in that county. If the mobile unit is found to be connected directly to a fresh water source by hose or line, or to sewer or septic, the unit will be **required to close**.

Wastewater must be dumped at an approved dumpsite. Provide the name of the facility where the wastewater tanks will be dumped. A written agreement between the mobile unit owner and the wastewater dump station may be required. Logs and receipts must be kept, showing when the tanks are dumped. If the commissary is used to dump the wastewater and if the commissary is on a septic system, approval must be obtained from the ICPH Liquid Waste Program. This will be done as a part of the plan review process and commissary approval.

Commissaries must have back up refrigeration, mop sinks, and additional sinks such as food prep sinks, ware washing facilities. Some commissaries will be required to have cooking facilities. An agreement listing all services provided by the commissary must be obtained and signed by the commissary owner/manager and the mobile unit's owner and provided to ICPH. **Use of private residences or homes as commissaries is prohibited.**

Floor plan and equipment list:

A floor plan and equipment list for the mobile unit is required.

Business Name.

[WAC 246-215-121(16)]

The PERMIT HOLDER must provide the REGULATORY AUTHORITY a designated business name and ensure that name is posted on the MOBILE FOOD UNIT in a manner easily visible to customers during operation.



Inspections and operating permit:

A preoperational inspection is required prior to approval to open for business and operating permit issuance. The preoperational inspection must be scheduled at least one week in advance. It is recommended that sufficient time between the preoperational inspection and proposed opening date be provided to allow for preoperational re-inspections if needed.

Ready for inspection means -- All construction is completed. All equipment is in place. All refrigeration, freezers, cooking, hot holding, reheating equipment, and dish washing equipment is in place, turned on, and properly working. All handwash sinks are provided with hot water within 15 seconds. All plumbing is completed. All shelving is in place. All cleaning is completed.

Note that no food or food preparation of any kind is allowed in the mobile unit or commissary without ICPH approval and operating permit issuance. Food prepared without approval and permit will be considered as being from a non-approved source and will be discarded.

Submission of the application for food establishment operating permit and permit fee(s) is required prior to approval to open. The application and fee(s) must be at ICPH office prior to opening for business. Note that operating permit applications and fee(s) are not accepted more than 30 days prior to the projected opening date.

You may open for business after obtaining final approval from ICPH, submission of the operating permit application and permit fee(s) and after obtaining final approvals from all other applicable agencies.

For additional information:

Contact Sally Waters with Island County Public Health

Phone: 360.240.5554, ext. 28

Email: sallyw@co.island.wa.us

Website: www.islandcountyhealth.org